

## **TITLE 515 PROFESSIONAL STANDARDS BOARD**

LSA Document #02-314 (F)

### **DIGEST**

Adds 515 IAC 1-7 to define continuing education requirements for the renewal of certain proficient practitioner licenses and for all instructional, school services, instructional supervision, administrative standard and professional licenses. Repeals 515 IAC 1-3. Effective 30 days after filing with the Secretary of State.

#### **515 IAC 1-3**

#### **515 IAC 1-7**

SECTION 1. 515 IAC 1-7 IS ADDED TO READ AS FOLLOWS:

##### **Rule 7. Renewal of Licenses**

#### **515 IAC 1-7-1 “Academic content standards” defined**

**Authority:** IC 20-1-1.4-9

**Affected:** IC 20-6.1-2-1

**Sec. 1. As used in this rule, “academic content standards” mean expectations of what a student should know and be able to do as adopted by the Indiana state board of education. (*Professional Standards Board; 515 IAC 1-7-1*)**

#### **515 IAC 1-7-2 “Board” defined**

**Authority:** IC 20-1-1.4-7

**Affected:** IC 20-6.1-2-1

**Sec. 2. As used in this rule, “board” means the professional standards board. (*Professional Standards Board; 515 IAC 1-7-2*)**

#### **515 IAC 1-7-3 “Certification renewal credit” or “CRU” defined**

**Authority:** IC 20-1-1.4-9

**Affected:** IC 20-6.1-2-1

**Sec. 3. As used in this rule, “certification renewal credit” or “CRU” means credit for two (2) contact hours experienced by an applicant during a class that is presented by a sponsor approved by the board and is designed to improve the skills of a teacher. (*Professional Standards Board; 515 IAC 1-7-3*)**

#### **515 IAC 1-7-4 “License” defined**

**Authority:** IC 20-1-1.4-7

**Affected:** IC 20-6.1-2-1

**Sec. 4. As used in this rule, “license” means the following:**

- (1) A proficient practitioner license,**
- (2) A standard license, or**
- (3) A provisional license issued under this title.**

*(Professional Standards Board; 515 IAC 1-7-4)*

**515 IAC 1-7-5 “License renewal report” defined**

**Authority: IC 20-1-1.4-7**

**Affected: IC 20-6.1-2-1**

**Sec. 5. As used in this rule, “license renewal report” includes the professional growth plan prepared by the applicant. (*Professional Standards Board; 515 IAC 1-7-5*)**

**515 IAC 1-7-6 “Licensing advisor” defined**

**Authority: IC 20-1-1.4-7**

**Affected: IC 20-6.1-2-1**

**Sec. 6. As used in this rule, “licensing advisor” means the person at an accredited teacher preparation institution who is responsible for advising students who are studying to be teachers with respect to licensing requirements. (*Professional Standards Board; 515 IAC 1-7-6*)**

**515 IAC 1-7-7 “Professional growth experiences” defined**

**Authority: IC 20-1-1.4-7**

**Affected: IC 20-6.1-2-1**

**Sec. 7. As used in this rule, “professional growth experiences” means professional experiences demonstrating goals and strategies for a teacher’s development based on the following:**

**(1) Principles promulgated by the Interstate New Teacher Assessment and Support Consortium (INTASC) in its Model Standards for Beginning Teacher Licensing and Development: A Resource for State Dialogue, 1992 edition, which are incorporated herein by reference, copies of which are available from INTASC, One Massachusetts Avenue, NW, Suite 700, Washington, D.C. 20001.**

**(2) Content and development standards in this title as adopted by the board.**

**(3) Standards promulgated by the National Board for Professional Teaching Standards (NBPTS) in its Guide to National Board Certification, 2002-2003 edition, which is incorporated herein by reference, copies of which are available from 26555 Evergreen Road, Suite 400, Southfield, Michigan 48076, or online at [www.nbpts.org](http://www.nbpts.org).**

**(4) Standards promulgated by the Interstate School Leaders Licensure Consortium (ISLLC) of the Council of Chief State School Officers (CCSSO), and entitled “Standards for School Leaders,” copies of which are available from CCSSO One Massachusetts Avenue, N. W., Suite 700. Washington, DC 2001-1431.**

**(5) Academic content standards as set forth in section 1 of this rule.**

**(*Professional Standards Board; 515 IAC 1-7-7*)**

**515 IAC 1-7-8 “Professional growth plan” defined**

**Authority: IC 20-1-1.4-7**

**Affected: IC 20-6.1-2-1**

**Sec. 8. As used in this rule, “professional growth plan” means a report submitted by an applicant that incorporates the professional growth experiences found in section 7 of this rule.**

**(*Professional Standards Board; 515 IAC 1-7-8*)**

**515 IAC 1-7-9 “Rule 46-47 basis” defined**

**Authority: IC 20-1-1.4-9**

**Affected: IC 20-6.1-2-1**

**Sec. 9.** As used in this rule, “Rule 46-47 basis” means a teaching license that was issued pursuant to the requirements of this article. *(Professional Standards Board; 515 IAC 1-7-9)*

**515 IAC 1-7-10 “Standards-based” defined**

**Authority:** IC 20-1-1.4-9

**Affected:** IC 20-6.1-2-1

**Sec. 10.** As used in this rule, “standards-based” means teaching and learning that is based on content as adopted by the Indiana state board of education and on standards as adopted by the board (515 IAC 11). *(Professional Standards Board; 515 IAC 1-7-10)*

**515 IAC 1-7-11 “Teaching standards” defined**

**Authority:** IC 20-1-1.4-9

**Affected:** IC 20-6.1-2-1

**Sec. 11.** As used in this rule, “teaching standards” means expectations of what teachers, school administrators, and school service persons should know and be able to do to assist learning for students as adopted by the board. *(Professional Standards Board; 515 IAC 1-7-11)*

**515 IAC 1-7-12 Application requirements for renewal of proficient practitioner licenses and standard licenses**

**Authority:** IC 20-1-1.4-9

**Affected:** IC 20-6.1-2-1

**Sec 12. (a)** An application for renewal of a proficient practitioner license or a standard license must include the following:

- (1)** Completed application form approved by the board, which application may be submitted electronically.
- (2)** Limited criminal history report issued by the Indiana state police not earlier than one (1) year prior to the board’s receipt of the application.
- (3)** The renewal fee prescribed by 515 IAC 1-2-19, which fee may be submitted electronically if arrangements to accept electronic payment have been made by the board.
- (4)** Documentation issued by the Board or licensing advisor that the requirements of section 13 or section 14 of this rule have been met.

**(b)** Applicants for license renewal shall provide all necessary evidence of eligibility.

**(c)** An application for license renewal shall be submitted no sooner than sixty (60) days prior to the expiration date of the license.

*(Professional Standards Board; 515 IAC 1-7-12)*

**515 IAC 1-7-13 Renewal of standard licenses with a Rule 46-47 basis and issued before December 31, 2007; Bulletin 400 provisional licenses; and Bulletin 192 licenses**

**Authority:** IC 20-1-1.4-9

**Affected:** IC 20-1-11.3; IC 20-5-11; IC 20-6.1-2-1; IC 36-1-7

**Sec. 13. (a) An applicant for the renewal of a standard license with a Rule 46-47 basis or licensing under other prior rules (see 515 IAC 1-2-2) that was issued before December 31, 2007, must meet the following requirements:**

**(1) An applicant who has:**

**(A) obtained a master's degree in accordance with 515 IAC 1-1;**

**(B) completed five (5) years' teaching experience in accredited schools at the level and in one (1) or more areas covered by the license; and**

**(C) met the other requirements for such a license;**

**may be issued a renewal license that will be valid for ten (10) years and renewable for five (5) years thereafter as provided in 515 IAC 1-1.**

**(2) An applicant who has completed six (6) semester hours of academic credit approved by the board, ninety (90) certification renewal units (CRUs) or an equivalent combination of academic credit and CRUs, may be issued a renewal license, provided, however, that, for purposes of this subdivision, CRUs shall be the equivalent of semester hours and quarter hours of academic credit in the ratios set forth in subdivision (5)(A) and, provided further, that academic credits and CRUs shall count toward license renewal only if they are earned during the five (5) year period preceding the submission of the application for renewal.**

**(3) Academic credit must be earned in the applicant's certification major, certification minor, or professional education. Credits or CRUs in excess of the minimum required for renewal of the current license will not count toward a subsequent renewal.**

**(4) CRUs are granted for experiences that will aid applicants in maintaining and improving professional capabilities in areas of licensure.**

**(5) CRUs will be granted as follows:**

**(A) One (1) CRU will be granted for each two (2) contact hours of participation in an organized educational experience leading to improved instruction under responsible sponsorship, capable direction, and qualified instruction. Ten (10) CRUs will be granted for each quarter hour of academic credit that is related to professional growth. Fifteen (15) CRUs will be granted for each semester hour of academic credit that is related to professional growth. Programs used for professional growth experiences as part of an applicant's professional growth plan do not require approval.**

**(B) A CRU program provider will not be approved by the board unless it is one (1) of the following:**

**(i) A bona fide professional educator organization organized under Indiana law, provided however, a professional teacher organization will not be approved by the board unless it files with the board, using the board's form, a report setting forth its name, address, and other information required by the board's form. Thereafter, the report shall be filed with the board annually on the anniversary of the provider's approval by the board.**

**(ii) An accredited college or university.**

**(iii) A school corporation or combination of school corporations.**

**(iv) An educational service center organized under IC 20-1-11.3.**

**(v) A joint program organized under IC 20-5-11.**

**(vi) Organizations that individually would be acceptable who are operating together under an interlocal agreement organized under IC 36-1-7.**

**vii) The Indiana state board of education through the Indiana department of education.**

**(viii) The board.**

**An individual program sponsored by an approved provider will not be accepted for license renewal unless it is aligned with the standards defined in section 11 of this rule.**

**(C) Organizations offering CRUs shall issue to each eligible participant a uniform certificate of completion denoting the number of hours attended or CRUs earned. Each participant is responsible for maintaining his or her record for submission to the board at the time of license renewal.**

**(D)** In order to qualify for renewal of a standard or provisional license in instructional supervision, school services, school services personnel, or administration, a licensee must meet the requirements for renewal or professionalization set forth in 515 IAC 1-1, whereupon, the licensee will qualify for a professional (nonlife) license that will be initially issued for ten (10) years and will be renewable thereafter for five (5) year periods under this rule.

**(E)** If the credits used to renew a license are semester or quarter hour units, the licensing advisor at the applicant's institution will provide the necessary documentation to meet the requirements of section 12(4) of this rule.

**(F)** A license issued pursuant to 515 IAC 1-1 is eligible for renewal for subsequent five (5) year periods if all other requirements are met.

**(G)** An applicant who has:

(i) obtained a master's degree in accordance with 515 IAC 1-1;

(ii) completed the professional education course requirements for a license under 515 IAC 1-1;

(iii) five (5) years of teaching experience at an accredited school at the level and in one (1) or more areas covered by the license; and

(iv) met the other requirements for such a license may be issued a professional (nonlife) license.

**(H)** A license obtained under clause (G) must be renewed under section 12 of this rule.

**(I)** A person who completes an approved teacher education program and fails to acquire an Indiana standard license within five (5) years thereafter must complete an additional six (6) semester hours of academic credit at an approved teacher preparation institution before applying for a teaching license.

**(b)** As an alternative to meeting the requirements of this section, an applicant may comply with section 14 of this rule. However, a teacher who applies for license renewal under this subsection may not be subsequently granted a license renewal under this section and, therefore, must renew under section 14 of this rule.

*(Professional Standards Board; 515 IAC 1-7-13)*

**515 IAC 1-7-14    Renewal of any license expiring on or after July 1, 2004**

**Authority:** IC 20-1-1.4-9

**Affected:** IC 20-1-1-6.5

**Sec. 14.(a)** This section applies to any license renewal under section 13(b) of this rule and all renewals of proficient practitioner licenses

**(b)** Any license expiring on or after July 1, 2004, may, and all proficient practitioner licenses must, be renewed for an additional five (5) year term by one (1) of the following methods:

**(1)** Completion of the process for certification by the National Board of Professional Teaching Standards (NBPTS) in a content area for which the NBPTS offers certification and submission to the board of written verification from the NBPTS that the certification process has been completed, regardless of whether the licensee succeeded in earning NBPTS certification.

**(2)** Submission of a license renewal report that is approved by the board or its designee provided, however, that the license renewal report must be in a format approved by the board. The license renewal report may not be submitted more than twenty-four (24) months before the expiration of the applicant's current proficient practitioner's license. If the license renewal report is approved, a certificate to that effect will be issued to the applicant and that certificate must accompany the application for license renewal.

**(3)** Submission of documentation from a licensing advisor that the requirements of the license renewal report have been met through academic credits.

(c) To qualify for renewal the applicant must have obtained a minimum of ninety (90) professional growth experience points in the five (5) year period immediately preceding the submission of the application for renewal. The professional growth experience points shall be calculated with one clock hour qualifying for one professional growth experience point subject to the following limitations:

- (1) In-service workshop up to a maximum of 45 points per renewal.
- (2) Professional conference or workshop up to a maximum of 45 points per renewal.
- (3) Mentoring of beginning educator up to a maximum of 36 points per renewal.
- (4) Certified mentor training up to a maximum of 25 points per renewal.
- (5) Professional growth team member up to a maximum of 25 points per renewal.
- (6) Cooperating teacher for a student teacher up to a maximum of 50 points per renewal.
- (7) Educational travel up to a maximum of 5 points per renewal.
- (8) Workshop presentation up to a maximum of 30 points per renewal.
- (9) Curriculum development up to a maximum of 45 points per renewal.
- (10) Educational committee membership up to a maximum of 50 points per renewal.
- (11) School accreditation activities up to a maximum of 50 points per renewal.
- (12) College credit up to a maximum of 90 points per renewal.
- (13) Peer coaching up to a maximum of 25 points per renewal.
- (14) Educational publication up to a maximum of 45 points per renewal.
- (15) Professional experience or activity up to a maximum of 30 points per renewal.
- (16) College teaching up to a maximum of 90 points per renewal.
- (17) Educational research up to a maximum of 30 points per renewal.
- (18) Indiana principal leadership academy conducted by the Indiana department of education up to a maximum of 90 points per renewal.

(d) Verification of the professional growth experiences must be provided on a form approved by the board.

**515 IAC 1-7-15 Applicants are responsible for delay**

Authority: IC 20-1-1.4-9

Affected: IC 20-1-1-6.5

Sec. 15. An applicant is responsible for any delays in the issuance of a renewal license if the license renewal report is received by the board less than one hundred twenty (120) days prior to the license's expiration date.

**515 IAC 1-7-16 Professional growth team**

Authority: IC 20-1-1.4-9

Affected: IC 20-1-1-6.5

Sec. 16. A professional growth team may be established by an applicant as part of the professional growth experiences requirement for renewal of a teaching license; however, such a team must be convened as part of the license renewal process for an administrator's license. The activities of the team shall be compatible with school improvement plans and professional development programs required by IC 20-1-1-6.5. A professional growth plan submitted for the renewal of an instructional license may not be used to renew a school administrator or a

**school services license, however, a professional growth plan submitted to renew a school administrator or school services license may also be used to renew an instructional license.**

*(Professional Standards Board; 515 IAC 1-7-14)*

**515 IAC 1-7-17    Renewal of original administration and supervision licenses issued after January 1, 2003**

**Authority: IC 20-1-1.4-9**

**Affected: IC 20-1-1-6.5**

**Sec. 17. In order to renew an original administrator's and supervision license that was issued after January 1, 2003, its holder will be required to successfully complete the requirements of the School Leader Licensure Assessment referred to in 515 IAC 1-4 unless he or she holds a current standard, provisional, or professional administration and supervision license issued by Indiana or an equivalent license issued by another state and he or she can verify at least three (3) years of full-time experience in an accredited kindergarten through grade 12 school in the appropriate position under that license. *(Professional Standards Board; 515 IAC 1-7-15)***

**515 IAC 1-7-18 Incomplete applications**

**Authority: IC 20-1-1.4-9**

**Affected: IC 20-6.1-2-1**

**Sec. 18. An incomplete application may be returned to the applicant who may be required to pay a new application fee in the event the application is resubmitted. The applicant is responsible for any delays caused by the submission of an incomplete application. *(Professional Standards Board; 515 IAC 1-7-16)***

**SECTION 2. 515 IAC 1-3 IS REPEALED.**

**SECTION 3. SECTIONS 1 through 2 of this document take effect thirty days after filing with the Secretary of State.**

ADOPTION OF RULE BY BOARD

In accordance with the Indiana Professional Standards Board's statutory authority, the above rule text was adopted on May 21, 2003 during a regular meeting of the board at which a quorum was present. The vote approving the rule was \_\_\_\_ for and \_\_\_\_ against. All differences between the rule as adopted and the proposed rule published in the Indiana Register are set forth in an accompanying memorandum of revisions.

\_\_\_\_\_  
Roy Weaver, Chairman  
Indiana Professional Standards Board

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Marie Theobald, Executive Director  
Indiana Professional Standards Board

\_\_\_\_\_  
Date

APPROVED AS TO LEGALITY:

\_\_\_\_\_  
Steve Carter,  
Indiana Attorney General

\_\_\_\_\_  
Date

\_\_\_\_\_  
Frank O'Bannon,  
Governor of the State of Indiana

\_\_\_\_\_  
Date

ACCEPTED FOR FILING:

\_\_\_\_\_  
Sue Ann Gilroy,  
Indiana Secretary of State

\_\_\_\_\_  
Date